



## **MAINTENANCE TECHNICIAN**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, the Maintenance Technician performs a variety of journey-level duties to design, construct, install, maintain, repair, and replace equipment, fixtures, electromechanical systems, and building structural components. Duties performed include those related to HVAC, plumbing, electrical, carpentry, locksmith, and related skilled crafts.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification perform the full range of HVAC, electrical, and plumbing maintenance and repair, as well as building structure and fixtures maintenance and repair. Knowledge of skilled building maintenance methods, procedures, equipment, and techniques is required.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Maintain, repair, and modify buildings and facility plumbing, electrical, HVAC, and other systems. Design, construct, fabricate, install, and finish building structural modifications from wood, metal, or other materials.
2. Diagnose, maintain, repair, install, and replace plumbing and related equipment and fixtures including water lines, pipes, valves, faucets, sinks, drains, pumps, heaters, and circulation fans. Report and mitigate safety hazards.
3. Diagnose, maintain, repair, install, and replace electrical systems and related fixtures including wiring, switches, receptacles, outlets, ballasts, breakers and boxes, fuses, plugs and other electrical interfaces. Report and mitigate safety hazards.

4. Diagnose, maintain, repair, construct, install, and replace doors, windows, shelves, counters, cabinets, partitions, and other fixtures. Design, construct, fabricate, install, and finish framing. Install and repair locks, hinges, glides, handles, knobs, covers, supports, and other related hardware.
5. Assist with the diagnosis, maintenance, repair and installation of HVAC systems and equipment, including compressors, fans, pumps, motors, ducts, and vents.
6. Assist with preparing, pouring, and finishing concrete foundations, laying flooring material, installing and finishing drywall, installing ceilings, and insulating walls.
7. Operate, use, clean, maintain, and repair manual and mechanical tools, equipment, machinery and vehicles needed for maintenance duties.
8. Inspect buildings and safety equipment including fire extinguishers and sprinklers, ensuring proper functioning and use. Report and or mitigate safety hazards.
9. Maintain reports and logs. Ensure adequate materials, supplies, and equipment are stocked.
10. Perform job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Methods, practices, processes, and materials used to safely and effectively perform journey-level building maintenance in one or more skilled trade.
- Equipment and tools used in building maintenance.
- Basic plumbing, electrical, and HVAC system installation, use and maintenance.
- Safe work practices, safe operation of vehicles and equipment, and the use of personal protective equipment.

### **Skills and Abilities To:**

- Independently, efficiently, and safely perform all assigned maintenance duties according to established procedures and standards.
- Read and understand blueprints, schematics, wiring diagrams, and operating manuals.
- Correctly and safely operate maintenance equipment.
- Work cooperatively with others.
- Understand and follow written and oral direction.
- Work independently with minimal supervision while meeting established deadlines.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

### **Education and Experience:**

High school graduation or equivalent and one year of experience in carpentry, plumbing, construction, or related field.

### **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

### **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Duties are performed indoors and outdoors and may require travel to multiple locations. Emergent work may be performed during evenings and weekends. Exposure to electricity, chemicals, dust, fumes, dirt, and other contaminants are common. Exposure to elevated noise levels during use of maintenance equipment and power tools.

### **Physical Demands:**

Standing and walking at a normal pace; reaching and stretching with the arms; and grasping, holding, reaching, and twisting with the hands. Lifting, moving, and carrying up to 50 pounds. Stooping, bending, kneeling, and reaching occurs regularly. Use of a ladder up to 10 feet.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

### **Mental Demands:**

Calculating measurements. Designing plans. Problem solving. Handling stress created by pressing deadlines and serving customers.

Classification: Maintenance Technician / Range: 19 / FLSA Status: non-exempt  
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